

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

VOLUNTEER OPPORTUNITY

JOB TITLE: VOLUNTEER LAW STUDENT

LOCATION: San Francisco, California

The Judicial Council of California, Administrative Office of the Courts (AOC), located in San Francisco has openings for law students with the Center for Children, Families & the Courts (CFCC). The work hours are flexible around individual availability; however, the law student must be available to work a minimum of 16 hours per week.

CENTER FOR FAMILIES, CHILDREN & THE COURTS

CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Working closely with the Judicial Council's Family and Juvenile Law Advisory Committee, CFCC provides legal and court services, research, education and training, print and electronic publications, and financial assistance to courts and court-connected agencies statewide.

CFCC employs 32 attorneys. Attorneys at CFCC provide legal services to the Judicial Council, the appellate and trial courts, the Judicial Council's Family and Juvenile Law Advisory Committee, court-appointed counsel, Court Appointed Special Advocates (CASA), probation departments, child welfare departments, and internal AOC departments. They give advice on numerous issues that arise out of cases affecting children, families, self-represented litigants, and courts.

RESPONSIBILITIES

The law student will work on a myriad of projects under the direct supervision of an attorney. Responsibilities may include:

- Legal research, writing, and editing.
- Assisting in conducting special studies and developing recommendations.
- Drafting legal memoranda, correspondence, reports, and other documents.
- Developing comprehensive statistical fact sheets.
- Reading and summarizing juvenile appellate cases.

QUALIFICATIONS

The law student must be actively enrolled during the academic year in an accredited law school.

TO APPLY

To apply for this volunteer opportunity, please submit a hard-copy application (DO NOT submit an on-line application), cover letter, resume, and your response to the attached supplemental questionnaire. Interested law students should refer to "Volunteer Law Student" on your application materials and all correspondence.

This position will remain open until filled. To download and print an application, visit our website at: <http://www.courtinfo.ca.gov/careers/jobapp.pdf>

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Please send completed application materials to:

Administrative Office of the Courts

Center for Families, Children & the Courts Division, 6th FL
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
Attn: Stacey Mangni
(415) 865-7659

Telecommunications Device for the Deaf: 415-865-4272

The Administrative Office of the Courts Is an Equal Opportunity Employer

A supplemental questionnaire follows this announcement

Supplemental Questionnaire For VOLUNTEER LAW STUDENT

This supplemental application form is intended to provide more detailed information about your background and will allow us to better assess your qualifications for this position. Please limit your responses to no more than two pages.

1. Please describe why you are interested in this volunteer opportunity.
2. Please describe your knowledge of/interest in family law, juvenile law, domestic violence, and/or self represented litigants.